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The attached minutes of the Mason Transit Authority regular meeting held on the 21st day of February, 2023 were approved by the Mason Transit Authority Board, by motion, on this 21st day of March, 2023.

DocuSigned by:
John Campbell
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John Campbell, Chair

DocuSigned by:
Eric Onisko
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Eric Onisko, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
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Cyndy Brehmeyer, Authority Member

DocuSigned by:
Wes Martin
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Wes Martin, Authority Member

DocuSigned by:
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Randy Neatherlin, Authority Member

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John Sheridan
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John Sheridan, Authority Member

DocuSigned by:
Kevin Shutty
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Kevin Shutty, Authority Member

DocuSigned by:
Sandy Tarzwell
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Sandy Tarzwell, Authority Member

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Sharon Trask
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Sharon Trask, Authority Member

ATTEST: DocuSigned by: Tracy Becht 72AD7A4E0D6044B... DATE: 4/5/2023
Tracy Becht, Clerk of the Board

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Mason Transit Authority
Minutes of the Regular Board Meeting
February 21, 2023
Virtually and at
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

OPENING PROTOCOL

1. **CALL TO ORDER:** 4:00 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**

Authority Voting Board Members Present Virtually via WebEx: John Campbell, Chair; John Sheridan and Kevin Shutty.

Authority Voting Board Member Present in Person: Eric Onisko, Vice Chair, Cyndy Brehmeyer, Wes Martin, Randy Neatherlin, Sandy Tarzwell and Sharon Trask. ***Quorum met.***

Authority Voting Board Member Not Present: [None]

Authority Non-voting Board Member Not Present: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present: John Piety

MTA Staff present at T-CC: Amy Asher, General Manager; Paul Bolte, Facilities and Fleet Maintenance Manager; Jenna Cookston, Accounting Coordinator; Tyler Hildebrandt, Technical Support Analyst; and Tracy Becht, Clerk of the Authority Board.

Others Present: Robert Johnson, Legal Counsel.

3. **PUBLIC COMMENT** – *No members of the public attended in person or virtually.*

4. **APPROVAL OF AGENDA**

Moved that the agenda for the February 21, 2023 Mason Transit Authority (MTA) regular board meeting be approved. **Sheridan/Shutty. Motion carried.**

5. **CONSENT AGENDA**

Moved to approve Consent Agenda items A through B as follows:

A. January 17, 2023 MTA regular Board meeting minutes.
B. Payments of January 12, 2023 through February 10, 2023 financial obligations on checks#37133 through 37222, as presented for a total of $595,122.94.

Sheridan/Onisko. Motion carried.

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6. ACTION ITEMS –NEW BUSINESS.

A. Approval of Capital Purchase Agreement PTD0598. Amy Asher, General Manager, described to the Board that as a part of the approved 2023 Capital Budget, the Board approved the purchase of the three ADA vans for use in the Dial-A-Ride program. On October 13, 2022 WSDOT approved the application that was submitted for the 2022-2023 Transit Support Grant in the amount of $234,746 with zero dollars required as a match from MTA. These vans will provide better access throughout Mason County where service to some locations are not accessible by the cutaways. **Moved** that the Mason Transit Authority Board approve Resolution No. 2023-02 and the attached Capital Grant Agreement No. PTD0598 between WSDOT and MTA. **Onisko/Trask. Motion carried.**

7. DISCUSSION ITEM: Dial-A-Ride Demonstration

Ms. Asher provided a demonstration of the online Dial-A-Ride scheduling service and provided an overview of the program. She also demonstrated the app through Ecolane and new technology features. She also explained that there is a customer service line that is available for those members of the public not using computers. Board member Martin suggested that the Apple Store and Google Play logos have a link so that users may more easily access the app. It was also suggested that the links be provided on the home page.

8. STAFF REPORTS:

A. Ms. Asher briefly highlighted the following items:

General Manager:

- Ms. Asher informed the Board that, as a member service, WSTA will be developing a carbon credit pool and will enter into an agreement with a firm that will be able to work through the complicated carbon fuel credit reporting with Department of Ecology. This will allow transit agencies in the state to pool carbon credits to sell on the newly developed market in Washington State. More to come.
- Ms. Asher highlighted the following employee accomplishments:
    - Ms. Asher shared with the Board that Haley Dorian has been pursuing more HR related duties, as well the SHRM designation by studying and passing its exam. The pass rate for the exam was 65%.
    - Ms. Asher indicated that the Employee Engagement Committee had met and reviewed many submitted nominations for MTA's Employee of the Year. Brian Biegger, a Driver for MTA, was selected as the MTA Employee of the Year. Mr. Biegger had received several nominations and stepped up to assist in the last driver training.
    - Ms. Asher shared that Tracy Becht, the Board's Clerk, is serving as the President of the Washington Association of Public Records Officers for the years 2023 and 2024.

Financial:

- The Board packet has two separate financial reports as the 2022 bills are still coming in. Everything else is progressing as expected.

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Operations:

- On February 18, MTA held its "Day in the Life of a Driver" tour for the six applicants of the upcoming Driver training.
- MTA Drivers bids on routes will begin February 27 with service changes beginning March 13.
- Ms. Asher also described the changes to Routes 1, 3, 4 and 11.
- Youth ridership is increasing and Dan Sharp, MTA'S Operations Coordinator, has been meeting with different groups to provide information relating to MTA's services. Board member Tarzwell asked how MTA could provide additional training about how to use public transportation. She expressed it might be overwhelming to a first time user of public transportation. Ms. Asher shared that Mr. Sharp has been meeting with different community groups to describe all of MTA's services, how to ride, travel training on specifics, including offering 1-on-1 level travel training, as well as teaching how to use MTA's services. Mr. Sharp is also meeting with many social service agencies as there is a lot of staff turnover.

Facilities & Fleet:

- Paul Bolte, Facilities and Fleet Maintenance Manager, stated that MTA has received 2 of the 3 Toyota hybrid minivans. These vehicles will be MTA's first use of electric vehicles. He said the minivans look great.
- Mr. Bolte stated that the new technician position has been filled and that his first day with MTA will be March 2. Mr. Bolte also indicated that two more positions will be retiring so further recruitments will be coming.
- As spring arrives, there will be restriping of park & ride lots, painting directional arrows and weed pulling.

9. COMMENTS BY BOARD:

- Board member Sheridan praised staff for keeping information up-to-date; MTA has formal areas for different locations. MTA has moved away from the paper schedule and many agencies are moving to providing information on-line.
- Board Chair Campbell indicated that MTA is a hand reaching out to the community to make public transportation accessible with fiscal responsibility and great service.

Moved that the meeting be adjourned.

10. ADJOURNED: 4:48 PM

UPCOMING MEETING

BOARD MEETING

Mason Transit Authority
Regular Meeting
March 21, 2023 at 4:00 PM
On-line via WebEx and in person at the
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton